

RESOLUTION NO. 2010-29

A RESOLUTION OF THE LODI CITY  
COUNCIL AUTHORIZING DESTRUCTION OF  
CERTAIN CITYWIDE RECORDS

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WHEREAS, in accordance with Government Code Section 34090, the City Clerk and City Attorney have filed written consent to the destruction of certain Citywide records as specifically set forth in the attached inventory marked as Exhibit A, and thereby made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that:

1. The records heretofore identified are no longer required.
2. The Lodi City Council finds that the City Clerk and City Attorney have given written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.

Dated: March 17, 2010

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I hereby certify that Resolution No. 2010-29 was passed and adopted by the City Council of the City of Lodi in a regular meeting held March 17, 2010, by the following vote:

AYES: COUNCIL MEMBERS – Hansen, Hitchcock, Johnson, Mounce,  
and Mayor Katzakian

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None

  
RANDI JOHL  
City Clerk

[illegible]

City Clerk: \_\_\_\_\_ Date: 2/17/10

\*City Attorney: [Signature] Date: 3/10/2016

*'Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.'*





Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

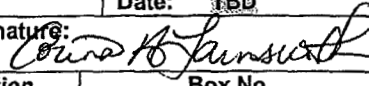
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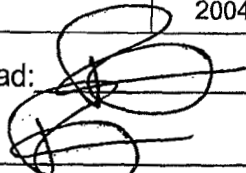


**AUTHORITY TO DESTROY OBSOLETE RECORDS**

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

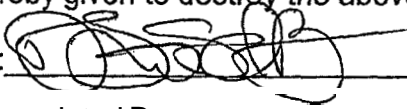
Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

Department: City Clerk	Date: 1/29/10	Total No. of Pages:	Proposed Destruction Date: TBD
Division: Elections & Operations	Prepared By: Corina Farnsworth	Signature: 	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
City Council Calendars and City Council/City Clerk Travel	2007 and prior	City Clerk's Office	
City Council and City Clerk's Office general correspondence	2007 and prior	City Clerk's Office	
City Council meeting packets (NOTE: These records have been scanned, indexed, and are accessible in the City's e-records system)	2007 and prior	City Clerk Vault	
Shirtsleeve Session meeting packets (NOTE: These records have been scanned, indexed, and are accessible in the City's e-records system)	2007 and prior	City Clerk Vault	
Notice of Public Hearings	2006 and prior	City Clerk's Office	
Legal Advertising/Proof of Publications	2005 and prior	City Clerk's Vault	
Weed Abatement Files	2007 and prior	City Clerk's Office	
City Council Audio & Video Tapes	2007 and prior	City Clerk's Office	
Administration/Campaign Statements and Conflict of Interest	2004 and prior	City Clerk Vault	
Candidate Statements	2005 and prior	City Clerk Vault	
Nomination Papers	2004 and prior	City Clerk Vault	

Department Head:  Date: 2/17/10

City Clerk:  Date: 2/17/10

Consent is hereby given to destroy the above-listed records:

\*City Attorney:  Date: 2/10/10

Destruction Completed By:

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Attachment A - Form 4 (Authority to Destroy Records)

\*Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.

**AUTHORITY TO DESTROY OBSOLETE RECORDS**

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Department: Fire	Date: 1/15/2010	Total No. of Pages: 1	Proposed Destruction Date: TBD
Division: Administration	Prepared By: Linda Hoover	Signature: <i>Linda Hoover</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Acct's. Payable Invoices/Copies	7/1/06 - 6/30/07	Fire Admin.	1
Claim Vouchers/Copies	7/1/05 - 6/30/07	Fire Admin.	2
Correspondence	7/1/05 - 6/30/07	Fire Admin.	2
Expendable Trust/Copies	7/1/05 - 6/30/07	Fire Admin.	2
Expenditure/Transaction Analysis Reports/Copies	7/1/05 - 6/30/07	Fire Admin.	2
FLSA/Copies	7/1/05 - 6/30/07	Fire Admin.	2
Leave Balances/Copies	7/4/05 - 7/1/07	Fire Admin.	2
Minutes/Copies	7/1/05 - 6/30/07	Fire Admin.	2
Performance Incentive Bonus/Copies	2005 & 2006	Fire Admin.	2
Purchase Orders/Copies	7/1/05 - 6/30/07	Fire Admin.	2
Strike Team Reimbursements	2005 & 2006	Fire Admin.	2
Supply Order Requests/Copies	7/1/06 - 6/30/07	Fire Admin.	2
Time-Off Requests	2006	Fire Admin.	2
Uniform Allowance/Copies	2004 - 2006	Fire Admin.	2

Department Head: *[Signature]* Date: 1/15/2009

City Clerk: *[Signature]* Date: 2/17/10

Consent is hereby given to destroy the above-listed records:

\*City Attorney: *[Signature]* Date: 3/10/10

Destruction Completed By:

Printed Name	Signature	Date
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Attachment A - Form 4 (Authority to Destroy Records)

\*Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.



**AUTHORITY TO DESTROY OBSOLETE RECORDS**

The below-listed department records have been retained in accordance with the **City's** Records Management Program Policy and Procedures and with applicable federal and state laws **as** set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Department: Fire	Date: 1/15/10	Total No. of Pages:	Proposed Destruction Date: <b>TBD</b>
Division: Prevention	Prepared By: Cari Shates	Signature: <i>Cari Shates</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Apartment Inspection/copies	2007,2008	Fire Prevention	1
Auth. to connect utilities/copies	2006,2007,2008	Fire Prevention	1
Candle Permits/copies	2007,2008	Fire Prevention	1
Fire Works Permit/copies	2006,2007,2008	Fire Prevention	1
Letters of transmittal/copies	2006,2007, 2008	Fire Prevention	1
Permit fees deposit receipt copies	2006,2007	Fire Prevention	1
Requests for Inspection	2006,2007,2008	Fire Prevention	1
Special program requests	2008	Fire Prevention	1
Weed abatement	2006,2007	Fire Prevention	1
Knox box authorization form	2008	Fire Prevention	1

Department Head: *[Signature]*Date: 1/20/10City Clerk: *[Signature]*Date: 2/17/10

Consent is hereby given to destroy the above-listed records:

\*City Attorney: *[Signature]*Date: 3/10/10

Destruction Completed By:

Attachment A - Form 4 (Authority to Destroy Records)

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Department: Internal Services	Date: 1/15/10	Total No. of Pages: 1	Proposed Destruction Date: TBD
Division: Finance	Prepared By: Gail Glissman	Signature: <i>G. Glissman</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Business Tax Applications	2004	Finance Basement	
CIS Daily Postings & Journals	July 2003 – June 2004	Finance Basement	
Service Orders/Utility Contract	July 2003 – June 2004	Finance Basement	
Correspondence	July 2005 – June 2006	Finance Basement	
Deposit Refunds	July 2003 - June 2004	Finance Basement	
Enforcement Technology Parking Balancing Reports	July 2003 – June 2004	Finance Basement	
Lodi Downtown Business Partnership Collections	July 2003 – June 2004	Finance Basement	
Miscellaneous Receivables	July 2003 – June 2004	Finance Basement	
Returned Checks	July 2005 – June 2006	Finance Basement	
Pet License Applications	July 2003 – June 2004	Finance Basement	

Department Head: *Ruby R. Gairde* Date: *1/15/10*

City Clerk: *[Signature]* Date: *2/17/10*

Consent is hereby given to destroy the above-listed records:

\*City Attorney: *[Signature]* Date: *3/10/10*

Destruction Completed By:

City of Lodi

Printed Name

Signature

Date

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<b>Department: Internal Services</b>	<b>Date: 1/6/2010</b>	<b>Total No. of Pages:</b>	<b>Proposed Destruction Date: TBD</b>
<b>Division: Financial Services Accounting</b>	<b>Prepared By:</b> <i>Maria T. Adlow</i>	<b>Signature:</b>	
<b>Record Series Title (Same as Retention Schedule)</b>	<b>Dates of Records (From and To)</b>	<b>Storage Location</b>	<b>Box No.</b>
Next Step/Leave Balance	2007-08	Basement	
Payroll Edit Registers	"	"	
Payroll Journal Detail	"	"	
Payroll Integrity Reports	"	"	
Payroll Voucher Detail			
Payroll Check Registers			
Wage Attachment Report	"	"	
Overtime Cards	2005-06	"	
Accounts Payable Final Post	2007-08	"	
Accounts Payable Payment Register	"		
Accounts Payable Payment Group	"	"	
Accounts Payable Cash Requirements			
Accounts Payable Posting Edit	"	"	
Accounts Payable Edit Report		"	
Collectors Daily Reports	"	"	
Misc Journal Entries	2004-05	"	
Wire Transfers	2006		
Inventory	2007-08		

Department Head: *Randy R. Paiste* Date: *1/14/10*

City Clerk: *[Signature]* Date: *2/17/10*

Consent is hereby given to destroy the above-listed records:

\*City Attorney: *[Signature]* Date: *3/16/10*

Attachment A – Form 4 (Authority to Destroy Records)

*\*Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.*

City of Lodi

Destruction Completed By:

Printed Name

Signature

Date

Attachment A - Form 4 (Authority to Destroy Records)

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Department: Administration	Date: March 1, 2010	Total No. of Pages:	Proposed Destruction Date: <b>TBD</b>
Division: City Attorney	Prepared By: Peggy Nicolini	Signature:	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Litigation Files 2005	2005	Vault	
Litigation Files 2006	2006	Vault	
Litigation Files 2007	2007	Vault	
Litigation Files 2008	2008	Vault	
Misc. Correspondence Files		Vault	
Pitchess Files	2004-2008	Vault	
Misc. Litigation (Dog Bites, contractor, LMC Violations)	2005-2008	Vault	

Department Head:  Date: March 1, 2010

City Clerk:  Date: 3/5/10

Consent is hereby given to destroy the ab

\*City Attorney:  Date: March 4, 2010

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Attachment A - Form 4 (Authority to Destroy Records)

'Signature certifies a <sup>City</sup> Attorney assessment that records are not relevant to **existing** or anticipated litigation.

**AUTHORITY TO DESTROY OBSOLETE RECORDS**

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Department: Police	Date: 03/04/10	Total No. of Pages:	Proposed Destruction Date: 03/10
Division: Investigations	Prepared By: Lt. Chris Piombo	Signature: <i>C.V. Piombo</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Asset Forfeiture Investigations	+2 yrs. from closure date	Special Investigations cabinet	
Informant Files	+10 yrs. from termination date	SIU cabinet	
Registration Files, Arson, Sex, and Narcotics	Life of registrant	290 P.C. program manager file cabinet-SIU	
Field Interview Cards	+2 yrs. from closure date	SIU filing cabinet	

Department Head: *[Signature]* Date: 030210

City Clerk: *[Signature]* Date: 3/8/10

Consent is hereby given to destroy the above-listed records:

\*City Attorney: *[Signature]* Date: 3/10/10

Destruction Completed By:

\_\_\_\_\_  
Printed Name                      Signature                      Date

**AUTHORITY TO DESTROY OBSOLETE RECORDS**

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Department: Police	Date: March 9, 2010	Total No. of Pages:	Proposed Destruction Date: March, 2010
Division: Administration	Prepared By: S. Meyers	Signature: <i>S. Meyers</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and to)	Storage Location	Box No.
Background Investigations and Employment Records of previous employees who have left employment with the City - including Retirees.	+5 yrs from closure date (prior to 2005)	Administration personnel filing cabinet	
Background Investigations and Employment Records of previous employees who were terminated.	+10 yrs from closure date (prior to 2000)	Administration personnel filing cabinet	

Department Head: *[Signature]* Date: 3/9/10

City Clerk: *[Signature]* Date: 3/9/10

Consent is hereby given to destroy the above-listed records:

\*City Attorney: *[Signature]* Date: 3/9/10

Destruction Completed By:

Printed Name	Signature	Date
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Department: Public Works	Date: January 28, 2010	Total No. of Pages: 4	Proposed Destruction Date: TBD
Division: Administration/Engineering	Prepared By: Pam Farris	Signature: <i>P. Farris</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Rev No
Annual Reports (Adm-R&S) CD MADE OF THIS FILE BEFORE DESTRUCTION	1979-1989	City Hall	1
Business Expense Report & Claim Vouchers (1996-1999) (FIN-C)	1996-1999	City Hall	1
Material Safety Data Sheets (H&S-S)	1986-1990	City Hall	1
Worker Injury Reports (1999) (H&S-S)	1999	City Hall	1
Budget Reduction/Revenue Enhancement Suggestions (PERS-M) CD MADE OF THIS FILE BEFORE DESTRUCTION	1992/2002	City Hall	1
Catch Basin Newsletter (PERS-M) CD MADE OF THIS FILE BEFORE DESTRUCTION	1980-1996	City Hall	1
Community Service Workers (PERS-M)	1995	City Hall	1
Defensive Driver Training (PERS-M)	1988-1996	City Hall	1
Education/Training CMD (2000) (PERS-M)	2000	City Hall	1
Education/Training CMD (1 997-1999) (PERS-M)	1997-1999	City Hall	1
Facility Tours (PERS-M)	1994	City Hall	1
Hepatitis B Vaccinations (1994) (PERS-M)	1994	City Hall	1
Public Works Baseball (PERS-M)	1996	City Hall	1
Armory Park Improvements ((PR-P)	1998	City Hall	2
Armory Park/Softball Complex Field Lighting, 333 N. Washington St./ 401 N. Stockton Street (PR-P)	2001	City Hall	2
Blakely Park Fence Improvements, 1040 S. Stockton Street (CDBG) (PR-P)	1997	City Hall	2
Kofu Park Concrete Ramp, 1145 Ham Lane (PR-P)	1997	City Hall	2
Legion Park Improvements (CDBG Funds) (PR-P)	1996	City Hall	2

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# City of Lodi

Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Lodi Lake Nature Trail (Fed Funds) (PR-P)	1995-1996	City Hall	2
Lodi Lake South Playground Improvements, 1101 W. Turner Road (PR-P)	1998	City Hall	3
Lodi Lake Wading Pool, 1101 W. Turner Road (PR-P)	1998-1999	City Hall	3
Van Buskirk Park Improvements (CDBG) (PR-P)	1997-1998	City Hall	3
1996 Handicap Ramp Retrofit Project (Various Locations) (CDBG) (PR-ST)	1996	City Hall	3
1998 Handicap Ramp Retrofit Project (Various Locations) (CDBG) (PR-ST)	1998	City Hall	3
Asphalt Concrete Overlay, Slurry Seal and Striping for Hutchins Street (Kettleman Lane to Harney Lane) (Federal Project) (PR-ST)	1997-1998	City Hall	3
Asphalt Concrete Overlay, Slurry Seal and Striping for Hutchins Street (Kettleman Lane to Harney Lane) (Federal Project) DBE Information (PR-ST)	1997-19983	City Hall	3
Church Street Improvements, Century Blvd. to Kettleman Lane (Award to Final) (PR-ST)	1991-1992	City Hall	4
Church Street Improvements, Century Blvd. to Kettleman Lane (Pre-Bid to Award) (PR-ST)	1990-1991	City Hall	4
Elm Street Improvements (Church Street to Sacramento Street) (PR-ST)	2000-2005	City Hall	4
Elm Street Reconstruction and Bike Lane Striping, Hutchins Street to Lower Sacramento Road (PR-ST)	1998-2000	City Hall	4
Elm Street Reconstruction and Bike Lane Striping, Hutchins Street to Lower Sacramento Road, DBE Information (PR-ST)	1998-2000	City Hall	4
Hutchins Street Striping & Bike Lanes, Kettleman Lane to Lodi Ave. - DBE (Federal Funds) (PR-ST)	1995-1998	City Hall	4
Mills Avenue Overlay, Tokay Street to Vine Street (Federal Funds) (PR-ST)	1994	City Hall	4
Sacramento Street - Street Reconstruction, Park Street to Vine Street, Federally Funded (PR-ST)	1995	City Hall	4
Stockton Street Improvements (Kettleman Lane to Vine Street) (PR-ST)	1984-1990	City Hall	4
Stockton Street Improvements (Vine Street to Tokay Street) (PR-ST)	1986	City Hall	5
Stockton Street Right of Way, Craig Hubbard Correspondence (PR-ST)	1987	City Hall	5
Stockton Street Right of Way (Kettleman Lane to Lodi Avenue) (PR-ST)	1979-1985	City Hall	5
Stockton Street Right of Way (Title Insurance Report) (PR-ST)	1982-1986	City Hall	5

## Attachment A – Form 4 (Authority to Destroy Records)

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Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
<del>Stockton Street Widening, EIR, 1982-1990 Kettleman Lane - Lodi FAU MY 314(1) (PR-ST)</del>	1982-1990	City Hall	5
<del>Stockton Street Widening, EIR, 1978-1981 Kettleman Lane - Lodi FAU MY 314(1) (PR-ST)</del>	1978-1981	City Hall	5
Street Overlays, Ham Lane, Hutchins Street, Turner Road (PR-ST)	1986	City Hall	5
3BCP Treatment Design (PR-W)	1990-1992	City Hall	6
Granular Activated Carbon Filter Systems for Wells 18 & 20 (PR-W)	1998-2001	City Hall	6
Motor Control Center for Water Well 4R, 1215 Thurman Street (PR-W)	1996	City Hall	6
Standby Generators for Water Well & Storm Drain Pumping Station Sites 7, 9 & 16 (PR-W)	1995-1997	City Hall	6
Well 26 Well Drilling, 1020 Bridgetowne Drive (PR-W)	2000	City Hall	7
City Hall Addition, Communication/Data System (PR-M)	1989-1991	City Hall	7
City Hall Expansion Construction Management (PR-M)	1989-1990	City Hall	7
City Hall Expansion Study (Completed 1985)	1985-86	City Hall	7
City Hall Window Coverings (PR-M)	1996	City Hall	7
Civic Center Improvements (Phase I), City Hall Annex, Carnegie Basement (PR-M)	1994-1996	City Hall	7
Civic Center Improvements, Five Portable Trailers (Phase I) (PR-M)	1994-1996	City Hall	7
Five Mid-Size Paratransit Buses	1994	City Hall	8
Hutchins Street Square Community Center Southeast Parking Lot	1996	City Hall	
Hutchins Street Square Senior Complex, File #1, Contract & Correspondence (PR-M)	1987-1992	City Hall	
Jail Painting & Plumbing Retrofit, 230 W. Elm Street (PR-M)	1993-1994	City Hall	8
Library Generator, 201 W. Locust Street (PR-M)	1996-1997	City Hall	8
Municipal Service Center Garage & Office Expansion Pre-Design (PR-M)	1990-1992	City Hall	8
Overhead Exhaust System for Equipment Maintenance Shop (PR-M)	1996	City Hall	8
Police Department Carnegie Basement Remodel (PR-M)	1996-1999	City Hall	8
Two Mid-Size Paratransit Buses (PR-M)	1994	City Hall	8
Cellular Phone Bills 2000-2001 (FIN-C)	2000-2001	City Hall	8
Cellular Phone Bills 1998-1999	1998-1999	City Hall	8

# City of Lodi

Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Engineering Statements (2000) (FIN-C)	2000	City Hall	9
Engineering Statements (1998-1999) (FIN-C)	1998-1999	City Hall	9
Lodi Rail/Multimodal Station Bills (PR-M)	1995-1996	City Hall	9
Lodi Rail/Multimodal Station Certified Payroll (PR-M)	1998-2000	City Hall	9
Lodi Rail/Multimodal Station DBE (PR-M)	1998-2000	City Hall	9
Lodi Rail/Multimodal Station 1998 Pre-Bid (PR-M)	1998	City Hall	10
Lodi Rail/Multimodal Station Preliminary Notices (PR-M)	1998-2000	City Hall	10
Lodi Station Parking Structure Certified Payroll & Preliminary Notices (PR-M)	1998-2000	City Hall	10
Lodi Station Parking Structure Contract Payments (F&H Construction) (PR-M)	2001-2003	City Hall	11
Lodi Station Parking Structure DBE Information (PR-M)	2000	City Hall	11
Lodi Station Parking Structure Preconstruction Bid Correspondence & Construction Bids (PR-M)	2000	City Hall	11
Lodi Station Parking Structure RFPs (PR-M)	1999	City Hall	11
Loel Senior Bus Shelter - Art in Public Places (PR-M)	1999-2000	City Hall	11
Loel Senior Bus Shelter Specifications (PR-M)	1999-2000	City Hall	11
Street Light Project Cherokee Lane (Pioneer to Almond Streets) (PR-E)	1987-1999	City Hall	11

\*In all cases, original plans are maintained.

Department Head: Wally Sandier

City Clerk: [Signature]

Consent is hereby given to destroy the above-listed records:

\*City Attorney: [Signature]

Date: 3/5/10

Destruction Completed By: \_\_\_\_\_

Printed Name

Signature

Date

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